

# Probation Monitoring

## Frequently Asked Questions and Answers

Questions	Answers
How do I contact the Probation Office?	334.293.5229 or 800.656.5318
What do I include on correspondence with the ABN?	Include your nursing license number <b>OR</b> case number on all items you send to the Board.
How do I return my wallet ID card?	Mail card to: Alabama Board of Nursing, Attn: Probation P.O. Box 303900 Montgomery, AL 36130-3900
Do I have a wallet card while on Probation?	Yes. A card showing “Active/Probation” will be mailed to your address of record; allow 2 weeks for delivery. NOTE: You are responsible for keeping your contact information current. You may do so at “MyProfile” on the ABN website at <a href="http://www.abn.alabama.gov">www.abn.alabama.gov</a> .
How do I pay the disciplinary fine?	Options are: (1) The <u>total amount</u> of the fine may be paid on the ABN website at <a href="http://www.abn.alabama.gov">www.abn.alabama.gov</a> . Look for the \$ icon in the “Fees” section. You may use a credit or debit card. A transaction fee of \$3.50 will be added. (2) Cashier’s check; money order; certified check; corporate or business check may be mailed or hand-delivered to the ABN office. <b>NOTE:</b> Fines will be posted once your Order is approved by the Board. The Board meets every other month to review discipline.
When is the disciplinary fine due?	The total amount of the fine is due within 30 days of receipt of the Order or reinstatement of the license. Refer to your Order for this information.
What if I can’t pay the disciplinary fine on time?	Failure to pay the fine will result in additional discipline, which will include a separate disciplinary action and an additional fine of at least \$500.
Where are CE courses located?	CE courses are online. Most courses are located at <a href="http://www.learningext.com">www.learningext.com</a> .
How much do the CE courses cost?	Cost of courses varies. Courses located at <a href="http://www.learningext.com">www.learningext.com</a> cost approximately \$30.00.
Where do I send certificates of completion for the CE courses?	You may: (1) mail or hand-deliver to the ABN office, Attn: Probation, (2) email to ABN at <a href="mailto:abn@abn.alabama.gov">abn@abn.alabama.gov</a> , or (3) fax to 334.293.5209, Attn: Probation.
Where do I sign up for drug screens?	(1) <a href="http://www.firstlab.com">www.firstlab.com</a> OR (2) Enrollment instructions are located on the ABN website at <a href="http://www.abn.alabama.gov">www.abn.alabama.gov</a> under “Monitoring.”

Where do I make payments for drug screens?	Payments are paid to First Lab, the contract service that manages drug screens for ABN.
How do I submit the monthly self-report?	Self-reports are completed online on the ABN website at <a href="http://www.abn.alabama.gov">www.abn.alabama.gov</a> under "Monitoring." Additional instructions will be mailed to you from the Probation Office.
When is my Notice of Receipt of Board Order form due?	The Notice of Receipt of Board Order form is due within 10 days of the effective date of your Board Order. This is also required prior to having the Suspension of your nursing license lifted.
Why is there a lapse in time between when I agree to the Consent Order and the Order actually taking effect?	Board action is required to discipline your nursing license, because only the Board has that authority. The Board meets every other month to discuss disciplinary actions.
Can the Public access my case/Order?	Board Orders are not currently available on the ABN website. However, once the Board approves your Order, anyone can request and pay for a copy of your Order.
How many nurses are on Probation?	There are about 260 nurses, both RN and LPN, on Probation. The majority of them are required to work as practicing nurses to complete the terms of the Probation.
Where do nurses on Probation work?	The majority of nurses on Probation are employed in Hospitals, Long Term Care Facilities, Physician's Offices, Dialysis Clinics, Urgent Care Centers, and Surgical Centers.
How do I know if an employment setting is approved?	Contact the Probation Office at 334.293.5229. You may be asked to provide a job description for consideration.
What if I am not employed in nursing?	You remain on Probation until you have worked in nursing for the minimum time required by the Order. Your compliance will be reviewed periodically and can be extended indefinitely.
If I am not employed in nursing, am I required to continue drug screening?	Yes. If your Order requires drug screens, you must comply with all drug screens until released from Probation.
How do I know I have completed my Probation?	You will receive a letter in the mail indicating that you have been released from Probation. Please retain this letter in your personal files.
How do I get a new license card after Probation?	A card showing "Active" will be mailed to your address of record; allow 2 weeks for delivery. NOTE: You are responsible for keeping your contact information current. You may do so at "MyProfile" on the ABN website at <a href="http://www.abn.alabama.gov">www.abn.alabama.gov</a> .
What if I no longer want to keep my license and have not completed my Order	You may voluntarily surrender your nursing license. Contact the Probation Office at 334.293.5229 and request the necessary form. A Voluntary Surrender is considered and reported as a revocation of your license.